


OSC HR/Payroll Training

**ORGANIZATIONAL MANAGEMENT
FOR AGENCIES**

OM210




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Welcome to the OSC HR/Payroll SAP *Organizational Management (OM) for Agencies* training course. This course is for those individuals working at State agencies who process position actions. In this course you are going to learn how to enter required data and how to initiate the approval process for a position action.

NOTE: OM is the acronym for Organizational Management.




Prerequisites

Prerequisites:

- BEACON Overview, BC100
- SAP Basic Navigation, BC110
- Personnel Administration Overview, PA200
- Organizational Management Overview, OM200

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These are the prerequisites that you must take before attending this class. Attending these prerequisites ensures that you are adequately prepared to learn the new processes, concepts and data entry skills that are covered in this course.



Welcome and Introductions

Welcome to the ***Organizational Management for Agencies*** course.

- Introductions
- Sign-in sheet
- Tent cards
- Restrooms
- Breaks (smoking area)
- Parking lot
- Classroom etiquette
 - Cell phones off
 - Quiet side conversations
- Fire safety information




SLIDE 3
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The course introduction is an opportunity to get to know the others who are attending class as well as to agree on classroom courtesy. The instructor will inform you about the building facilities and when breaks will occur.


Please make sure you receive the credit you deserve for attending class by signing the attendance sheet.



Strategy for Training


Tell me	Concepts Instructor will discuss the process, responsibilities, and describe the transactions – LISTEN
Show me	Demonstrations Instructor will demonstrate job-related tasks performed in SAP – HANDS OFF
Let me	Exercises Student will complete the exercises which allows for hands-on practice in class – HANDS ON
Support me	Availability Instructor will be available to answer questions while the students complete the exercises

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The *Organizational Management for Agencies* Student’s Guide provides a copy of the PowerPoint presentation used in the classroom training. You can use the guide as a reference when you return to the workplace. For example, you can use the exercises for practicing in the SAP training environment.

All of the references and job aids that are used in this class are available on BEACON University. For the most up-to-date versions, you should always use the materials on the BEACON University website.



Reference Materials

- Student Guide
- Exercise Guide
- Job Aids
- Bulletins
- Other resources
 - Online help
 - Provides step-by-step procedures by screen
 - Includes links to complete step-by-step procedures
 - Work instructions



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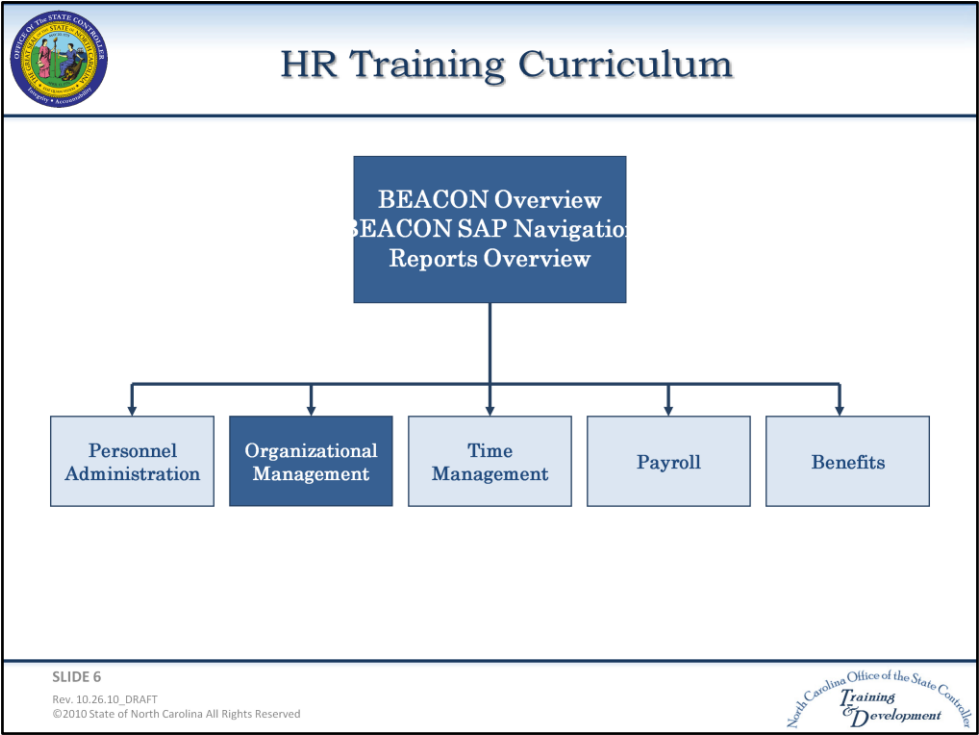
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References (job aids)

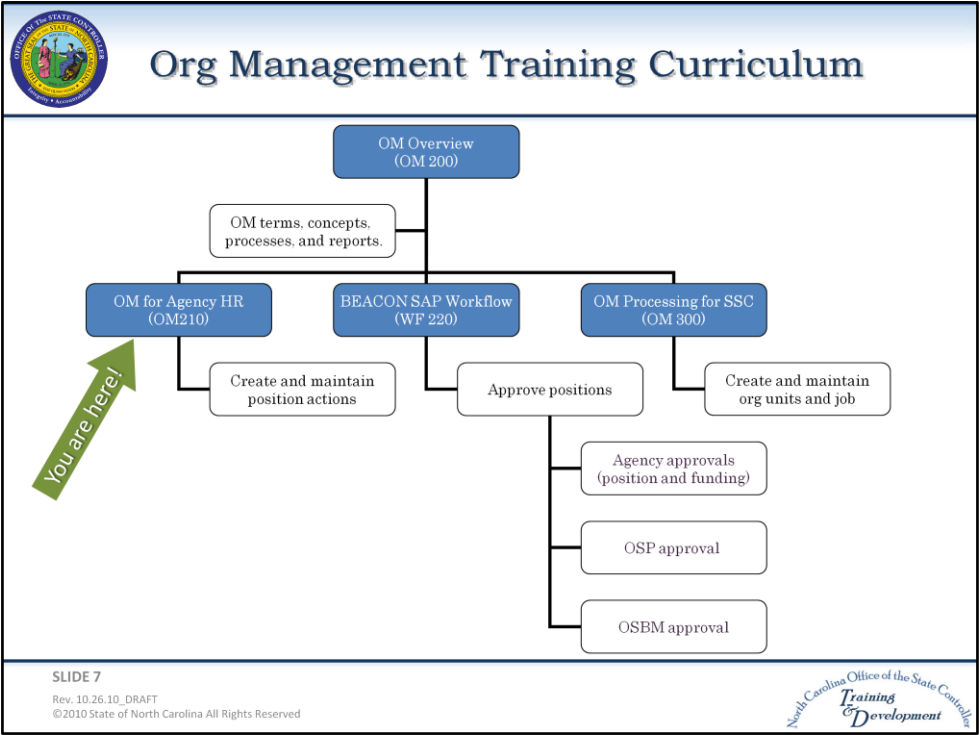
In addition to the Student Guide, these quick references/job aids are available:

- *Position Actions Descriptions*
- *OM Infotypes Descriptions*
- *Field Definitions for OM Position Actions*


These references are also available online through the BEACON University web site.



The OSC HR/Payroll SAP training program is comprised of five modules. Based on your HR role, you may attend courses in several modules.



Within the OM curriculum, there are several courses. Everyone attends the first course, *OM200-OM Overview*. Your position determines which additional courses you may be required to attend.



Course Map

Lesson 1: OM Position Concepts

Lesson 2: Position Creation

Lesson 3: Display Position Infotypes Using Infotype Reporting

Lesson 4: Position Reallocation

Lesson 5: Other Position Actions

Lesson 6: Useful Displays


Lesson 7: Course Review

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Course Objectives

Upon completion of this course, you should be able to:

- Perform position actions using the *Position Action* transaction, ZOMA069
- Perform position actions using the *Maintain Position* transaction, PO13
- Display position data in planned status using the *Display Infotypes* transaction, RE_RHDESC10 and/or *Display Infotypes*, PO13D
- Search for the status of a position action using the *Infotype Reporting* transaction, S_AHR_61016532 and/or *Display Infotypes*, PO13D
- Display Job Families, Job Branches, and Job data using *Display Infotypes* transaction, RE_RHDESC10

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SLIDE 10

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Lesson 1 Objectives

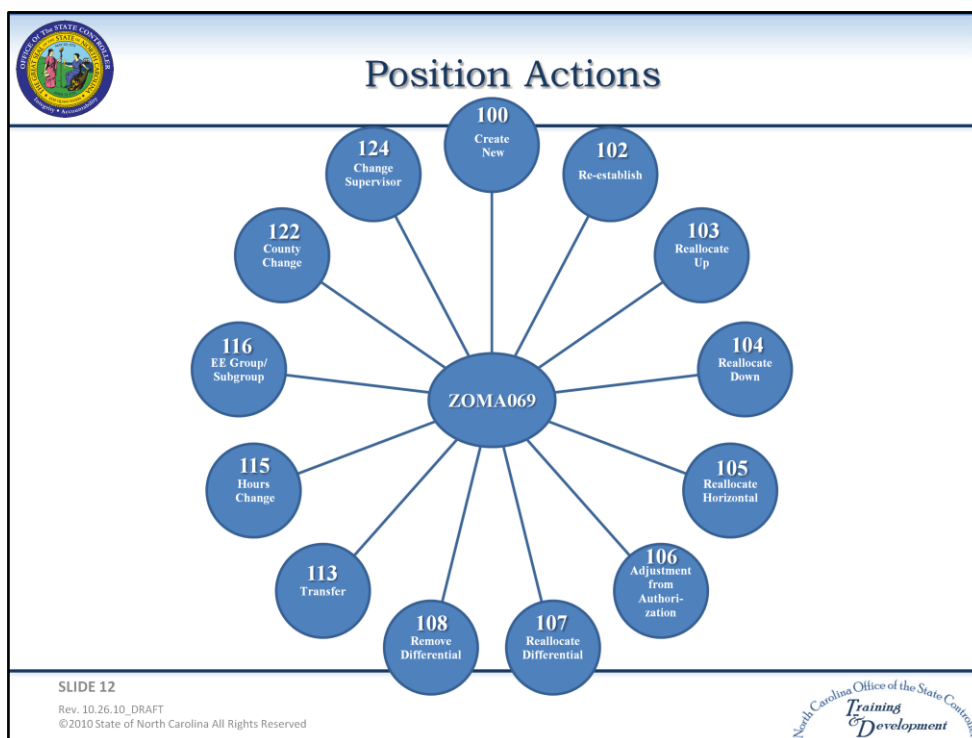
Upon completion of this lesson, you should be able to:

- Define the various position actions
- Describe the position Workflow process at a high level
- Explain the importance of the validity period associated with an action
- Explain the naming and data entry conventions for positions
- Describe the interdependencies between position information and other SAP functions such as Personnel Administration, Payroll, Benefits and Time
- Describe the position types

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Thirteen actions have been developed for creating and maintaining positions. These actions are accessed using the Position Action transaction, ZOMA069 or using transaction PO13. Additional information and an example of how each action is used can be found in the *Position Actions Descriptions* reference job aid that is available through BEACON Help.

The following actions will be taught in this class:

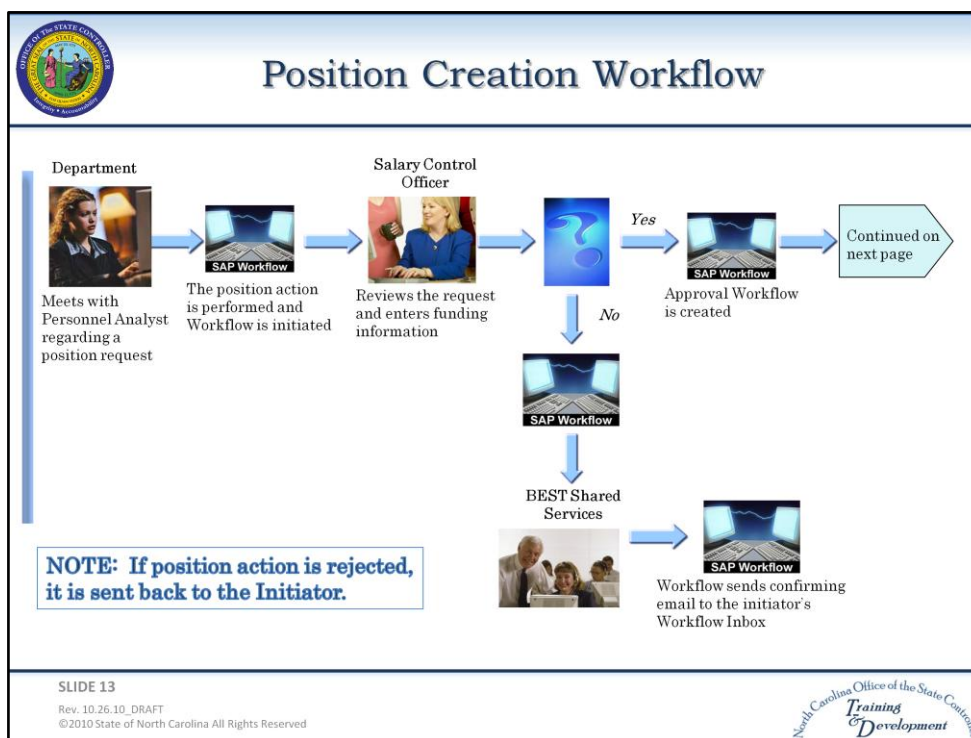
ZOMA069

- 100 Create New Position
- 103 Reallocate Position Up
- 104 Reallocate Position Down
- 113 Position Transfer
- 116 Position Employee Group/Subgroup Change
- 122 Position County Change

PO13

- (PO13) Position Working Title Change

NOTE: The three-digit number above the abbreviated action title represents the position action code.



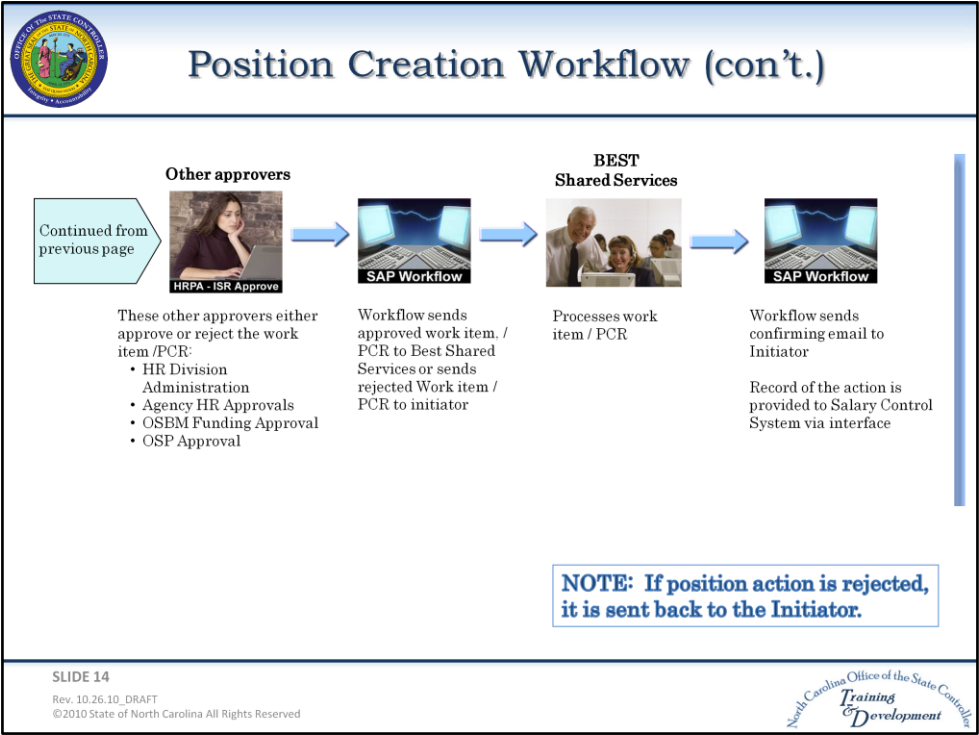
NOTE: All OM position actions entered through the ZOMA069 transaction are initiated in Workflow.


Roles involved in position actions:

- Agency HR Personnel Analyst researches the action with the appropriate manager.
- Agency HR data entry/personnel analyst uses the ZOMA069 transaction to enter the required position data in planned status, and then initiates Workflow approvals.
- Agency Salary Control Officer (Agency Position Funding Approver) approves the action after entering the cost distribution and position salary or rejects the action.
- Agency position approver approves or rejects the position action.
- Division HR Administration position approver approves or rejects the position action.
- The OSBM (Office of State Budget and Management) Position Funding HR approves or rejects the position action.
- The Office of State Personnel (OSP) Position approver approves or rejects position action if sent to OSP by the agency.
- Upon final approval, the action is changed to active in the SAP by BEST Shared Services.

NOTE: SAP automatically sends a record of the action to the Salary Control System for necessary updates and reporting.

NOTE: If an agency does not have delegated authority for the action being processed, the approver must click the decision step to send the request to OSP. This is not an automatic action.






Position Validity Date Rules

When creating a position, the validity date must be equal to, or prior to the date the employee is assigned to the position.


(Refer to Example 1 in the Notes section)



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Criticality of Validity Dates

Every OM Action must have a beginning (effective) and ending date. The SAP beginning date default is the current date. Therefore, you must be especially diligent about entering the correct beginning date when performing an action. SAP automatically assigns an end date as 12/31/9999 to denote the end of time. 12/31/9999 is often referred to as “high date.”

Example 1: You have 25 new customer service representatives starting their employment on 8/18/2011. You will be filling 21 current positions, and creating four new positions. You can create them earlier in the summer and make the effective date match the date you create the position, or you can use 8/18/2011. Even if you don’t create the position until after 8/18/2011, you still must have the position validity (begin) date no later than the date you create the position. (This would be a retroactive action. Retroactive actions are questioned by the BEST Shared Services team before processing.)

NOTE: The effective date should be current or future dated unless there is a specific reason to go retroactive, i.e., legislative mandate. Be aware that BI has problems with retroactive actions.

Example 2: The Chemist II position is reallocated up to Chemist III effective July 21, 2011. The validity (begin) date of the position reallocation would be July 21, 2011.




Conventions

Position Name

- Apply your agency’s data standards when naming positions.
 - Short description: up to 12 characters
 - Long description: Up to 40 characters and is known as the position title


NOTE: Position title (long description) will be displayed in reports.

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The position name should be more descriptive than the job name. For example, a Personnel Analyst II *job* may contain a Compensation Specialist *position*.

NOTE: SAP assigns a unique eight-digit (non-intelligent) ID number to a new position. Positions begin with “60” or “65”. Those that begin with “60”, are positions brought over at Go-Live. Positions beginning with “65” have been established since Go-Live.



Position Information Interdependencies


Position information:

- Determines how overtime, holiday, and premium pay is calculated and paid out
- Determines the benefits that are offered to an employee
- Defines the payroll area (pay cycle) for an employee
- Defines the organizational structure and reporting relationships at the State and Agency levels
- Defines planned compensation for banded jobs (classes)
- Inherits planned compensation for graded jobs (classes)
- Defines the county (the physical location most times)
- Defines the courier, main, and mailing address for the position
- Defines time management settings

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Best Practice Recommendations

Before creating a position we recommend that you have your agency's completed Position Change Request form noting the following :

- The Org Unit to which this position will belong
- The Job (class) that describes the position
- Competency level, if position is Career Banded
- The position number of the supervisor (Reports to field)
- The Employee Group, Employee Subgroup, Personnel area, and Personnel subarea for the position
- The County in which the position is located (most times)
- The courier, main, and mailing addresses for the position
- The position type (Emergency, Essential, Key, and None)
- Any time management settings

Position Types

Create New Position - CREATE

General Address Time Cost

Position

Position

Valid from 09/02/2009 to 12/31/9999

Infotype status 2 Planned Work Flow Status ☐ PCR Number

Position abbr. ☒ Position Name ☒

☒ Open ☐ Vacancy filled

Company Code NC01 STATE OF NC Personnel area ☒

Business Area ☒ Pers. subarea ☒

Employee group ☒ EE subgroup ☒

Hours per Week ☒

SOC Code 000000

County Code ☒

Position Types: None ☐ Emergency ☐ Essential ☐ Key ☐ Non-Key Position ☒

SLIDE 18

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The State has three separate designations for critical positions which are defined by OSP as follows:

- Emergency Position:** A position designated by an agency that is mandatory/essential to agency operations during adverse weather or other conditions of a serious nature that prohibit some employees from reporting to work but do not necessitate the closing of state offices and facilities; or a position designated that is mandatory/essential during emergency conditions that necessitate the closing of state offices or curtailing of operations. These designations are related only to the “Adverse Weather and Emergency Closing” policy in the State Personnel Manual.
- Essential Position:** A position designated by an Executive Branch Department Head with the approval of the Office of State Budget and Management, as exempt from an Executive Order prohibiting the filling of positions. Essential positions include positions directly related to law enforcement and public safety, classroom instruction, and the custody or care of persons for whom the state has a constitutional duty to serve. Administrative and support positions are not deemed essential, but the Office of State Budget and Management may designate additional positions as an Essential Position depending upon the circumstances of each request.
- Key Position:** A position that requires specialized knowledge that is unique within the organization. The specialized knowledge is essential for the organization to meet the goals and objectives that are linked to its mission or statutory requirements. The loss of an employee in a key position would lead to immediate difficulties in getting the work accomplished.

A position can be designed with more than one type. If no types are applicable, select *None*.



Lesson Review

In this lesson you learned to:


- Define the various position actions
- Describe at a high level the position Workflow process
- Explain the importance of the validity period associated with an action
- Explain the naming and data entry conventions for positions
- Describe the interdependencies between position information and other SAP functions such as Personnel Administration, Payroll, Benefits and Time
- Describe the position types

SLIDE 19

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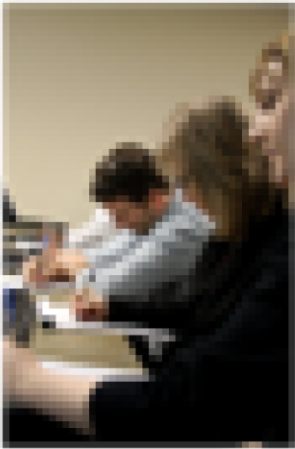
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Knowledge Check


T	F	Question
		1. A position can be designated with more than one type.
		2. All OM actions entered in the ZOMA069 transaction must be initiated in Workflow.
		3. Position names and addresses should be entered in SAP in upper case type.
		4. Position information determines how overtime, holiday, and premium pay is calculated and paid out.
		5. When creating a position, the validity date must be equal to, or prior to the date the employee is assigned to the position.



SLIDE 20

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Lesson 7: Course Review

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Lesson 2 Objectives

Upon completion of this lesson, you should be able to create new positions using the *Position Actions* transaction code, ZOMA069.

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This lesson is designed to give you practice in creating new positions using the Position Action transaction. This custom transaction code, ZOMA069, provides a “user-friendly” means of accessing OM infotype screens. At the conclusion of this lesson, you will have initiated the approval process for three new positions.




Actions You Will Perform in this Lesson

- Create a Building and Environmental Technician, full-time banded position assigned to Cultural Resources
- Create an Administrative Assistant I, part-time graded position assigned to the Department of Agriculture
- Create a Paralegal, part-time banded position assigned to the Legal Division of Justice
- Changing a position before initiating workflow

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Assignment of SOC Codes

It is the responsibility of each agency/university to assign Standard Occupational Classification (SOC) codes when creating a new **banded** position.

OSC HR/Payroll automatically assigns SOC codes for **graded** positions.

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The Standard Occupational Classification (SOC) code is an occupational classification used by the State of North Carolina.

The OSC HR/Payroll system automatically assigns the SOC code for actions that involve **graded** positions.

The initiator will be prompted by the system to select the SOC code from an established list when creating a new banded position or when changing a banded position prior to initiating Workflow. The agency personnel analyst is responsible for identifying the SOC code to be used.

ZOMA069 – Position Actions

Position Action

Position: 100 Create New Position

Valid from: 10/21/2011 to 12/31/9999

Restrictions

Act. Action text

- 100 Create New Position
- 102 Re-Establish Position
- 103 Reallocate Position Up
- 104 Reallocate Position Down
- 105 Reallocate Position Horizontal
- 106 Position Adjustment from Auth
- 107 Reallocate Position Differential
- 108 Remove Position Differential
- 113 Position Transfer
- 115 Position Hours Change
- 118 Position Employee Group/ Subgroup Change
- 122 Position County Change
- 124 Change Supervisor of Position

Create New Position - CREATE

Position: 100

Valid from: 10/21/2011 to 12/31/9999

Position status: 2 Planned

Position name: 100

Position code: 100

Company Code: NCN STATE OF NC

Business Area: 01

Employee group: 01

Hours per Week: 01

SOC Code: 00000

Position Types: None Emergency Essential Key Non-Key Position

Position Relationships

Org Unit: 01

Job: 01

Payroll To: 01

Pay Grade

Pay grade: 000 To 000

Pay grade type: 01

Area: 01

Current key: 000 To 000

Pay grade: 000 To 000

Reference salary: 000 To 000

Time unit: 01

SLIDE 25

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ZOMA069 process steps:

- The first step in performing a position action is to use the ZOMA069 transaction code to access the *Position Action* screen.
- On the initial *Position Action* screen, you will enter the Action that you want to perform and then choose either the create, change, or display mode. The screen refreshes and displays tabs that contain the required new field values for the action you are processing.
- After you complete the data entry, you will initiate Workflow. SAP automatically sends the request to the appropriate approvers. There may be more than one level of approval in the process. Any approver that is part of the process can approve or reject the request. If the request is rejected, it will be sent back to the initiator.

Initiate Work Flow

NOTE: During this training class you will initiate the Workflow for the actions that you create, but you will not learn how to use the Workflow Inbox. You will learn how to use the Workflow Inbox when you complete the *BEACON SAP Workflow* course.



Workflow


- All OM position actions entered through the ZOMA069 transaction require Workflow.
- Workflow is the electronic approval process.
- Certain Division or Agency positions are designated as approvers for position actions.

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All position actions entered through the ZOMA069 transaction need approval before the action can be executed. Workflow enables approvals (or rejections) to be obtained electronically. In your agency, you may already have a manual process in place. Workflow does not eliminate that process entirely, however, Workflow may duplicate a portion of your manual process (unless you change your process accordingly).


As of 10/18/10, when an employee separates from a position, security roles that require training (including Workflow) on that position are delimited. When a new employee is hired for the position, the agency data owner sends a security request to BEST Shared Services requesting re-activation of the security. The OSC Training team checks the Learning Management System (LMS) to verify the required training has been completed. If the training has been completed, Training notifies BEACON Security that the training requirements have been met and Security can complete the request.

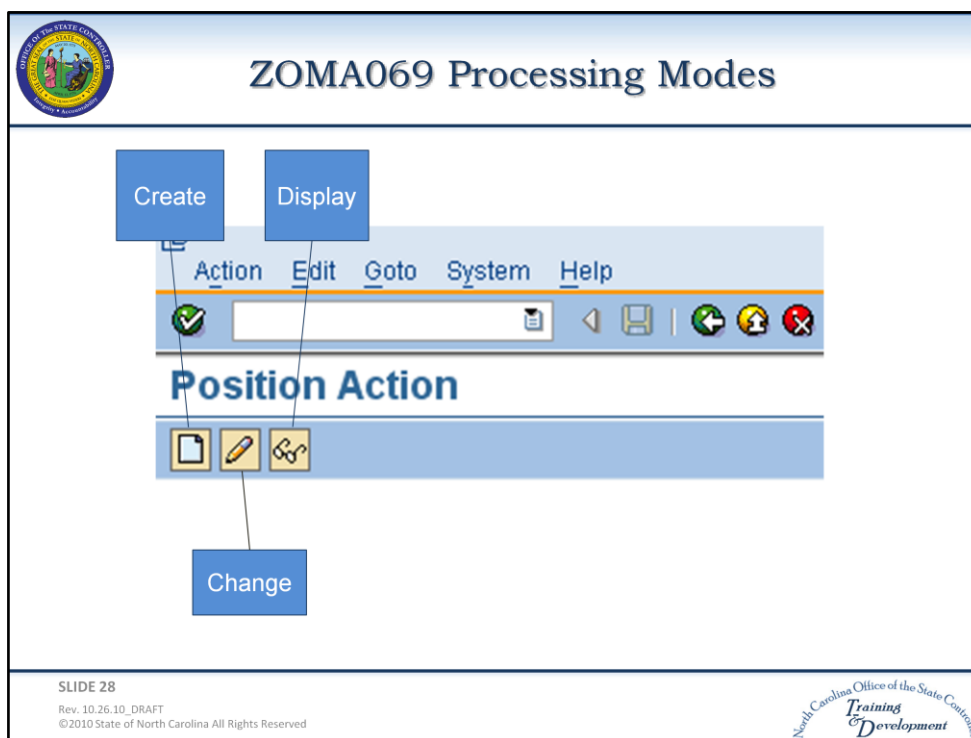


PCR Number

- Once you initiate Workflow for a position action, SAP generates a PCR (Position Change Request) number.
- The PCR number is used by the system to track the status of the position action.
- You can use these numbers to make it easier to track your items in workflow.

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There are several processing modes to process a position action using the ZOMA069 transaction as listed below:

- **Create:** Create a new action.
- **Change:** Before you Initiate Workflow, you can add additional information or correct an error which overwrites previous entry. After initiating Workflow, the effective dates CANNOT be changed. The PCR must be cancelled all the way through BEST HR and then a new PCR must be created with the correct effective date.
- **Display:** View an individual position action.

In this lesson, you will learn how to use each processing mode.




2:1 – Exercise - Log on to SAP

Log on to SAP

- In this exercise, you are going to log on to the SAP training client.

Instructions

- Log on to the SAP training client using the User ID and password that has been provided by the instructor.



SLIDE 29


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Use the data provided by your instructor to complete the exercise.


Refer to the Exercise Guide for this course for the step-by-step log-on instructions.



2:2 – Instructor Demonstration

Create a new full-time Banded Position

- In this demonstration, the instructor will create a banded position using the Position Action transaction (ZOMA069).




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In a moment, the instructor will demonstrate how to create a new full-time banded position (Journey level). The position that the instructor will create is the **Building Tech**, a full-time banded position assigned to Cultural Resources. The position is described by the Building & Environmental Technician job. Therefore, the position will inherit the field values for planned compensation and the job schematic code.

As the instructor progresses through each tab (screen), observe the field names and definitions on the individual tabs so that you can become familiar with the various types of information required to create a banded position. For more information, the *Glossary of OM Fields* job aid is available on the BEACON University website.

NOTE: Although you see the Cost tab, you will not be able to access this screen. The cost tab will be completed by agency funding approvers and the Office of State Budget and Management.



2:3 – Exercise

Create a new full-time banded position


The Western office of the History Department of Cultural Resources has requested that the Building Tech_XX banded position be created (Journey level). The personnel analyst has met with the manager and has determined that the position:

- Will be available the first day of the next calendar quarter.
- Is a permanent, full-time banded position working forty hours per week.
- Is subject to FLSA overtime.
- Is non-essential.

Instruction


- Refer to the Exercise Guide for the scenario and instructions to complete the exercise.
- The following BPP is available to assist you in performing the Create New Position action: [ZOMA069 Create New Position](#)

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In this exercise, you will create a full-time banded **Building Tech** position assigned to Cultural Resources.

Use the information and data provided in the Exercise Guide to complete the exercise.



2:4 – Exercise

Display a Position

- Verify that your data entries for the Building Tech position are correct by displaying position information using the Position Action transaction (ZOMA069).

Instruction


- Refer to the Exercise Guide for the scenario and instructions to complete the exercise.
- The following BPP is available to assist you in performing the Display a Position action: [ZOMA069 Display a Position](#)

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In this exercise, you will display the **Building Tech** position that you created in 2:3 Exercise.

Use the information and data provided in the Exercise Guide to complete the exercise.



What do you do if you have ...

- Not received all of the information from the Personnel Analyst to complete the position action?
- Inadvertently entered the wrong information?
- Received additional information, such as courier address for a position?

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Not received all of the information from the Personnel Analyst to complete the position action

- As a best practice, we recommend that you do not perform a position action until you have all of the data requirements that you need.

Inadvertently entered the wrong information or received additional information, such as courier address for a position

- If you have initiated Workflow, you cannot add or change data unless an approver rejects the item back to your Inbox. And, if the item is not rejected back to you, you will need to contact BEST Shared Services.
- If you have not initiated Workflow, you can use the Change processing mode in transaction code ZOMA069 to add information or to correct information. So, if you know that you are missing data or are unsure if the data you have entered is accurate, we recommend that you save your entries but **not** initiate Workflow.
- If the wrong information is the effective date, the PCR will have to be cancelled all the way through BEST Shared Services and a new PCR must be started.



2:5 – Exercise

Create a new part-time graded position

The Marketing Department of the Department of Agriculture and Consumer Services has requested the Market Promotions Assistant position be created. The personnel analyst has met with the department manager and has determined that the position:

- Will be available the first day of the next calendar quarter.
- Is a permanent, part-time position working 24 hours per week.
- Is subject to FLSA overtime.
- Is described by the graded Job (class) Administrative Assistant I.
- Is not a key position and will not be required to work during adverse weather or conditions of a serious nature that prohibit some employees from reporting to work.


Instruction

- Refer to the Exercise Guide for the scenario and instructions to complete the exercise.

SLIDE 34


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In this exercise, you will create a part-time graded **Market Promotions Assistant** position assigned to the Department of Agriculture and Consumer Services.


Use the information and data provided in the Exercise Guide to complete the exercise.




Initiate Workflow

- Before you initiate Workflow, you may access the Create New Position action using the Change mode to modify or add data (except the effective date).
- After you have initiated Workflow, no additional changes may be made to the position until the entire Workflow approval process has been completed in either the approved or rejected status.

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2:6 – Exercise

Change a Position Before Initiating Workflow

- The Personnel Analyst just emailed you the courier address information for the Market Promotions Asssitant position that you created in 2:5 -Exercise.

Instruction


- Refer to the Exercise Guide for the scenario and instructions to complete the exercise.
- The following BPP is available to assist you in performing the Change a Position action: [ZOMA069 Change a Position](#)

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In this exercise, you will change the **Market Promotions Assistant** position that you created in 2:5 - Exercise. Specifically, you will add the courier address information using the Position Action transaction (ZOMA069) and then initiate Workflow.

Use the information and data provided in the Exercise Guide to complete the exercise.



2:7 – Exercise

Create a New Part-time Banded Position

The Chief Deputy Attorney General of the Legal Services Branch of Justice has requested that a part-time, banded Paralegal position (Contributing level) be created. The Personnel Analyst has met with the Department Manager and has determined that the position:

- Will be available the first day of the next calendar quarter.
- Is described by the Paralegal job.
- Is located at the main address of 301 N Wilmington St, Raleigh, NC 27699.
- Can be reached through the MSC 4301 courier route or at 919-716-6865.


Instruction

- Refer to the Exercise Guide for the scenario and instructions to complete the exercise.
- The following BPP is available to assist you in performing the Create a New Position action: [ZOMA069 Change New Position](#)

SLIDE 37

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In this exercise, you will create a part-time, banded **Paralegal** position at the Contributing level assigned to the Legal Division of Justice. As you enter the exercise data, observe how the SOC field becomes active after the Job field entry has been validated.

Reminder: Although you see the Cost tab, you will not be able to access this screen. The Cost tab will be completed by funding approvers.

Use the information and data provided in the Exercise Guide to complete the exercise.



Knowledge Check


- You have discovered that you have not entered a courier address. How would you correct this situation?



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Lesson Review

In this lesson, you learned to create both graded and banded positions using the Position Actions transaction code, ZOMA069.

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Course Map

Lesson 1: OM Position Concepts

Lesson 2: Position Creation

Lesson 3: Display Position Infotypes Using Infotype Reporting

Lesson 4: Position Reallocation


Lesson 5: Other Position Actions

Lesson 6: Useful Displays

Lesson 7: Course Review

SLIDE 40

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Lesson 3 Objectives


After completing this lesson, you should be able to:

- Explain the difference between active and planned position (infotype) statuses
- Validate your data entries by displaying the OM infotypes for a position

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Actions You Will Perform in this Lesson


Display the position infotypes for these positions:


- Paralegal
- Building Technician
- Market Promotions Assistant

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Key Terms

Infotype - used in OSC HR/Payroll SAP to group data fields that are similar content



- Examples of Position infotypes:
 - Relationships, 1001 - Defines the Relationships between different objects such as Org unit to Org unit, Position to Org unit, etc.
 - Planned Compensation, 1005 - Stores data that uses the salary and pay scale structures to create planned compensation data at the job and position level. The system uses the information stored in this infotype to suggest default values for the Basic Pay infotype, 0008.

Subtype - categorizes the information within an infotype record. Not all infotypes have subtypes.

- Examples of Position subtypes:
 - The Relationships infotype has several subtypes, such as:
 - A002 – Reports (line) to
 - A007 – Describes
 - A008 – Holder
 - The Addresses infotype has these subtypes:
 - Main
 - Mailing
 - Courier

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<div><div>List of Required Position Infotypes</div></div>	
Infotype	Number
Object	1000
Relationships	1001
Planned Compensation	1005
Vacancy	1007
Acct, Assignment Features	1008
Full Time Equivalent	1011
Employee Group/Subgroup	1013
Cost Distribution	1018
Charge Object Assignment	9015
Display Budget	9018
SOC Code	9022
Position Types	9023
OM Actions (This infotype is created when a position action has occurred.)	9000
<div><div>SLIDE 44 Rev. 10.26.10, DRAFT ©2010 State of North Carolina All Rights Reserved</div><div></div></div>	

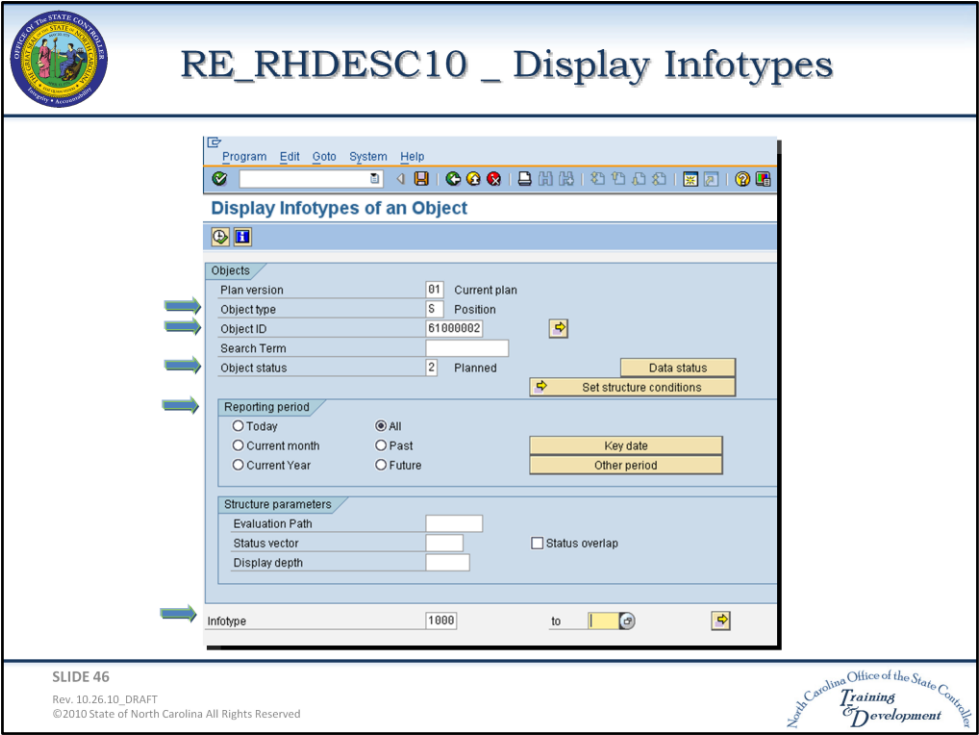
Take a moment to review the *OM Infotypes* reference guide. It contains a complete description of all the OM infotypes.

Discuss with the instructor any questions you have about OM infotypes.


The infotypes listed on this slide are required for a Position to exist in SAP.

<div><div>List of Conditional & Optional Infotypes</div></div>	
Infotype	Number
Overtime Compensation	9005
Holiday Payout Period	9006
Night Shift Premium	9007
Evening Shift Premium	9008
Weekend Shift Premium	9009
Holiday Premium Rate	9010
On-call	9011
Callback	9012
Extended duty	9016
Vacancy posting data	9025
Reference Position Number (for PMIS positions)	9021
(optional) Description	1002
(optional) Address: Main, Mailing, and Courier	1028
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The infotypes listed on this slide are either conditional or optional for a Position. Conditional infotypes are specific to position characteristics. For example, if a Position is eligible for overtime compensation, then the Overtime Compensation infotype will be created.




Transaction code RE_RHDESC10 allows you to display the infotypes that have been created in planned status using the ZOMA069 transaction. This is the image of the initial screen. Once you have entered the position and the infotype information, the List Display “Infotype name” screen is displayed.



Standard Drill Down

InfotypeEditGotoViewSystemHelp



List Display Object

Position

Trans staff

Transportation staff engineer I lgs


Planning Status

Planned

Object

01 S 61000002 2


Lang.	Start date	End date	Abbr.	Object name
EN	10/17/2007	12/31/9999	Trans staff	Transportation staff engineer I l




Highlight the line and click the Choose button to “drill down” to the specific infotype record.


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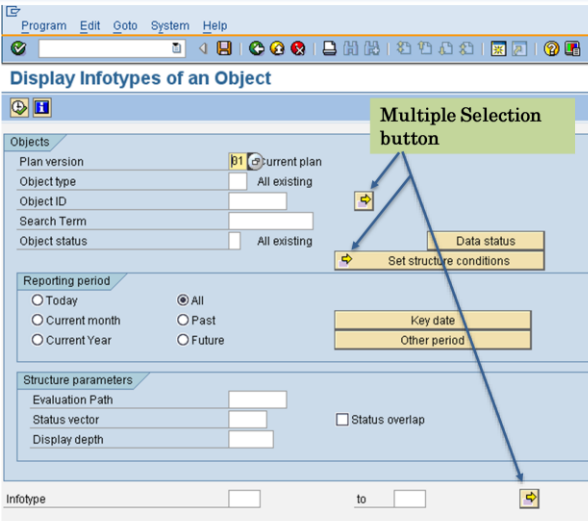




Multiple selection is not active.



Multiple selection is active as denoted by **GREEN**.



The screenshot shows the SAP 'Display Infotypes of an Object' screen. A green box labeled 'Multiple Selection button' points to a yellow arrow icon in the 'Object ID' field. Other fields include 'Plan version' (B1), 'Object type' (All existing), 'Search Term', 'Object status' (All existing), 'Reporting period' (Today, Current month, Current Year, All, Past, Future), 'Structure parameters' (Evaluation Path, Status vector, Display depth), and 'Data status' (Set structure conditions, Key date, Other period). The 'Multiple Selection' button is also present in the bottom right corner.

SLIDE 48

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The purpose of this slide is to familiarize you with the basic elements of multiple selection searches. You may need to generate reports using a more complex set of search criteria. For example, you might need to display infotypes for a series of nonconsecutive position numbers. To do this, SAP provides you with multiple selection search options on most search criteria selection screens. The availability of such an option is indicated by the presence of the *Multiple Selection* button.

The *Multiple Selection* button displays to the right of the search field(s) for which it may be used, following along from left to right across the screen. If the *Multiple Selection* button is not there, it means that multiple selections are not available for the field(s) on that line. If the Multiple Selection arrow is **GREEN**, it indicates that complex search options have already been selected.

Multiple Selection Pop-up Box

Use the Select Single Values tab to include single nonconsecutive values.

Use the Select Ranges tab to include ranges of values.

Use the Exclude Single Values tab to exclude single non-consecutive values.

Use the Exclude Ranges tab to exclude ranges of values.

Saves your search criteria.


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You can access the *Multiple Selection* screen by clicking on the *Multiple Selection* button from any basic search screen. The *Multiple Selection* button allows you to use these types of selection criteria for reporting:

- Include or exclude individual nonconsecutive values
- Include or exclude multiple ranges values

Most of the time, the *Multiple Selection* button can be accessed either before or after entering your values in the fields on the basic search selection screen. Occasionally, you will be forced to enter a value before clicking on the Multiple Selection button.



3:1 – Exercise

Display Position Infotypes (Single selection)

In Lesson 2, Workflow was initiated for the part-time banded Paralegal position for the Legal Division of Justice. You now want to verify that the SOC code is correct. You can do this using the Display Infotypes reporting transaction, RE_RHDESC10 and the Display Position transaction, PO13D. The position will be available the first day of the next calendar quarter.

- For this exercise, verify that your data entries match the SOC code in the data table for 2:7 - Exercise.


Instruction

- Refer to the Exercise Guide for the scenario and instructions to complete the exercise.
- The following BPP is available to assist you in displaying infotypes: [RE_RHDESC10 Display Position Infotypes](#) and [PO13D Display Position](#)

SLIDE 50

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In this exercise, you will display the infotypes that have been created in planned status for new Paralegal position that you created in 2:7 - Exercise. You will use both the RE_RHDESC10 transaction and the PO13D transaction to view the infotype data.

Single selection means that the report will be generated for one position and display one infotype. Use the information and data provided in the Exercise Guide to complete the exercise.

For more information, the *OM Infotypes* reference guide is available on the BEACON University website.



3:2 – Exercise

Display Position Infotypes (Multiple selections)

- In Lesson 2, Workflow was initiated for three positions. You now want to verify that the information was entered correctly. You can do this using the Display Infotypes transaction, RE_RHDESC10.

Instruction

- Refer to the Exercise Guide for the scenario and instructions to complete the exercise.
- The following BPP is available to assist you in displaying infotypes: [RE_RHDESC10 Display Position Infotypes](#)

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In this exercise, you will display the infotypes that have been created in planned status for the Positions that you created in the 2:2, 2:5, and 2:7 Exercises.

Observe the field names and definitions on the individual tabs so that you can become familiar with the various types of information stored on the screen.

Use the information and data provided in the Exercise Guide to complete the exercise.


For more information, the *OM Infotypes* reference guide is available on the BEACON University website.



Knowledge Check

Which infotype. . .	Answer (Infotype)
1. Stores the salary and pay scale structure?	
2. Defines the relationships between different OM objects?	
3. Defines the work schedule for the Position?	
4. Stores the Company Code, Personnel Area, and Personnel Subarea for the Position?	
5. Stores the SOC code for the Job?	
6. Captures information for critical Position types?	
7. Stores the 15-digit Position number from PMIS and the 8-digit SAP reference Position number?	
8. Stores Position budget information?	
9. Stores settings to calculate holiday compensation?	
10. Stores settings for Positions that are eligible for On-Call compensation?	

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Bonus question: Which SAP transaction that you learned in the Organizational Management Overview course also displays position information that is in active status?



Lesson 3 Review


In this lesson, you learned to:

- Explain the difference between active and planned position (infotype) statuses
- Validate your data entries by displaying the OM infotypes for a position

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Course Map

Lesson 1: OM Position Concepts

Lesson 2: Position Creation

Lesson 3: Display Position Infotypes Using Infotype Reporting

Lesson 4: Position Reallocation


Lesson 5: Other Position Actions


Lesson 6: Useful Displays

Lesson 7: Course Review

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Lesson 4 Objectives


After completing this lesson, you should be able to use the Position Actions transaction (ZOMA069) to:

- Reallocate a Position up
- Reallocate a Position down

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Actions You Will Perform in this Lesson

Reallocate up the position Historic Preservation / Restoration Specialist I to a Historic Preservation / Restoration Specialist II, job grade 68 to 70.

- Reallocate down the temporary Program Assistant IV to a temporary Processing Assistant II, job grade 59 to 54.
- Reallocate a Position down

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4:1 – Exercise

Reallocate a Position Up

- A decision has been made to reorganize the Historic Preservation area of Cultural Resources, specifically the Historic Preservation/Restoration Specialist I position, Org unit ID 20010227. The Historic Preservation/Restoration Specialist I is being reallocated up to Historic Preservation/Restoration Specialist II position (grade 68 to grade 70). Your agency's personnel analyst has asked you to perform the position action 103, Reallocate Position Up.

Instruction


- Refer to the Exercise Guide for the scenario and instructions to complete the exercise.
- The following BPP is available to assist you in reallocating positions: [ZOMA069 Reallocate Position Up](#)

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In this exercise, you will reallocate up the Historic Preservation/Restoration Specialist I position from a grade 68 to 70.

Use the information and data provided in the Exercise Guide to complete the exercise.



4:2 – Exercise

Reallocate a Position Down

- A decision has been made to reallocate down the temporary position Program Assistant IV to a temporary Processing Assistant II, job grade 59 to 54, that belongs to Grants and Communication.


PROCESS NOTE: If a reallocated position needs to change where it exists in the Org structure, two actions are required: the Reallocation action and the Transfer action. (See Lesson 5 for Transfer action instruction.)

PROCESS NOTE: For every OM action, there should be a corresponding PA action. The OM action must be completed before the PA is initiated.

Instruction

- Refer to the Exercise Guide for the scenario and instructions to complete the exercise.
- The following BPP is available to assist you in reallocating positions: [ZOMA069 Reallocate Position Down](#)

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In this exercise, you will reallocate a position down.

Use the information and data provided in the Exercise Guide to complete the exercise.

PROCESS NOTE: If a reallocated position needs to change where it exists in the Org structure, two actions are required: the Reallocation action and the Transfer action. (See Lesson 5 for Transfer action instruction.)

PROCESS NOTE: For every OM action, there should be a corresponding PA action. The OM action must be completed before the PA is initiated.



Lesson 4 Review


After completing this lesson, you should be able to use the Position Actions transaction (ZOMA069) to:

- Reallocate a Position up
- Reallocate a Position down

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Course Map

Lesson 1: OM Position Concepts

Lesson 2: Position Creation

Lesson 3: Display Position Infotypes Using Infotype Reporting

Lesson 4: Position Reallocation


Lesson 5: Other Position Actions

Lesson 6: Useful Displays

Lesson 7: Course Review

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Lesson 5 Objectives

After completing this lesson, you should be able to

- Use the Position Actions transaction (ZOMA069) to:
 - Transfer a position to another Organizational Unit
 - Change the Employee Group and Employee Subgroup assigned to a position
 - Change the County assignment for a position
- Use the Maintain Position transaction (PO13) to:
 - Change the title of a position
- Explain the procedure to Abolish a position
- Explain the Position Overview Screen (ZPOS)

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Actions Will You Perform in this Lesson

- Transfer a Position within the same Agency.
- Change the Employee Group and Employee Subgroup assigned to the part-time, Office Assistant IV position to full-time status
- Change the County assignment for a Transportation Worker in Division 5 from Wake to Durham
- Change the Personnel Technician I position title to Salary Administrator

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5:1 – Exercise


Transfer a Position within the same Agency

- Due to expansion, the full-time Processing Assistant V position at Juvenile Justice is being transferred the fifteenth of next month to Cultural Resources.

Instruction

- Refer to the Exercise Guide for the scenario and instructions to complete the exercise.
- The following BPP is available to assist you in transferring a position: [ZOMA069 Position Transfer](#)

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In this exercise, you will transfer a position within the same agency to a different org unit.

Use the information and data provided in the Exercise Guide to complete the exercise.

NOTE: In OSC HR/Payroll System, agencies can only process position transfers within the same agency if the user has this security role.

For position transfers from one agency to different agency, contact BEST Shared Services. The appropriate agency approvals must be obtained and a spreadsheet provided with the applicable information prior to BEST Shared Services processing the position transfer.



5:2 – Exercise

Change the Employee Group and Employee Subgroup Assigned to a Position

- Funding has been secured to modify the part-time Historic Preservation/Restoration Supvr position to full-time status. This event necessitates a modification in the Employee Group and Employee Subgroup fields.

Instruction


- Refer to the Exercise Guide for the scenario and instructions to complete the exercise.
- The following BPP is available to assist you in changing the Employee Group/Subgroup on a position: [ZOMA069 Position Employee Group / Subgroup Change](#)

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In this exercise, you will change the Employee Group and Subgroup assigned to a position.

Use the information and data provided in the Exercise Guide to complete the exercise.



5:3 – Exercise

Change the County Assignment for a Position

- The county assignment for the Historic Preservation/Restoration Specialist II position in Cultural Resources needs to be changed from Wake to Durham.

Instruction



- Refer to the Exercise Guide for the scenario and instructions to complete the exercise.
- The following BPP is available to assist you in changing a county code on a position: [ZOMA069 Position County Change](#)

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In this exercise, you will change the county assigned on a position.

Use the information and data in the Exercise Guide to complete the exercise.


<div></div> <div>Position Actions Involving Workflow</div>	
OM Position Process	Input Method
New Position/Fund Position	Workflow
Reallocation Actions	Workflow
Abolish & Re-establish	Workflow
Position Transfer	Workflow
Position Hours Change	Workflow
Position Type Change	Update Directly in SAP (PO13)
County Change	Workflow
Supervisor Change	Workflow
Position Address Change	Update Directly in SAP (PO13)
Position Time Settings Change	Update Directly in SAP (PO13)
Position Working Title Change	Update Directly in SAP (PO13)
Cost Distribution Change	Update Directly in SAP (unless part of another OM Action) (PO13)
Budgeted Salary Change	Update Directly in SAP (unless part of an OM or PA Action) (PO13)
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PROCESS NOTE: The Services for Object list icon is located at the upper left-hand corner of processing screens. This functionality must be used to notify the Office of State Personnel (OSP) of the position action request. Also you can use this feature to communicate critical process information with BEST Shared Services, especially in the following actions:

- Position Type Change
- Position Address Change
- Position Time Settings Change
- Position Working Title Change
- Cost Distribution Change
- Budgeted Salary Change

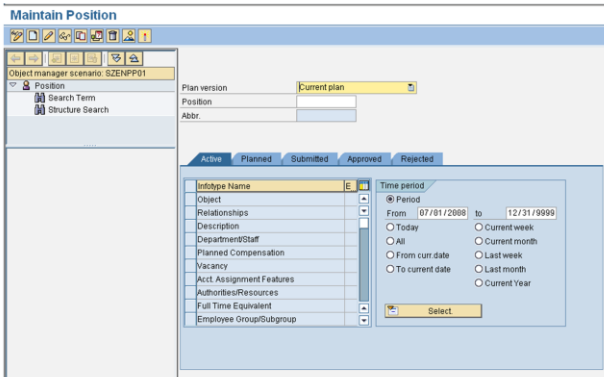


The Services for Object feature may also be used to attach a file or a web link (URL) to the record. It may also be used to attach a private note as a reminder of the purpose for creating the action, to document resource data used in the information gathering process for the action or for numerous other reasons you may choose to document. Only the initiator can see private note.



PO13 - Maintain Positions

Position actions that do not need to go through the Workflow approval process are created with the PO13 – Maintain Position transaction. Some of these actions include address and title changes.



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The **PO13 – Maintain Position** transaction is used primarily when Workflow is not necessary. It is used to create and maintain infotypes on any position. Some infotypes may require approval. If they do, they are routed through Workflow.

Examples of when PO13 would be used include:


- Position Address changes
- Working Title changes
- Time Settings
- Position Type
- Budgeted Salary Change
- Cost Distribution (can also be changed in ZOMA069)

The process is as follows:

1. Enter **PO13** in the Command field
2. Press **ENTER**. The Maintain Positions screen is displayed.
3. Highlight the desired infotype.
4. Click either the Display or Change button based on whether viewing or processing is needed.
5. The infotype is displayed in the requested mode.

Be sure to check BEACON Help on the BEACON Training website to access the Business Process Procedures (BPPs) for detailed procedures for the PO13 transaction.


REMEMBER: Don't forget to add your notes using the Services for Objects icon.




Position Naming Convention

- You can use the Position Action transaction to enter a working title for a position.
- Position name long text is to be entered using title case, with capitalized Roman numerals. The long name can be customized by the agency to denote a working title. It should be more descriptive than the job title and usually will not contain Roman numerals.
- Example: Market Promotions Assistant

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5:4 – Exercise

Change the Title of a Position

- A request has been made to change the Office Assistant III title to the working title Salary Administrator.

Instruction

- Refer to the Exercise Guide for the scenario and instructions to complete the exercise.
- The following BPP is available to assist you in changing the title on a position: [PO13 Position Title Change](#)


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In this exercise, you will change a position's working title.

Use the information and data provided in the Exercise Guide to complete the exercise.

Also use eAssistant (BPP) for step-by-step instructions.



Abolishing a Position

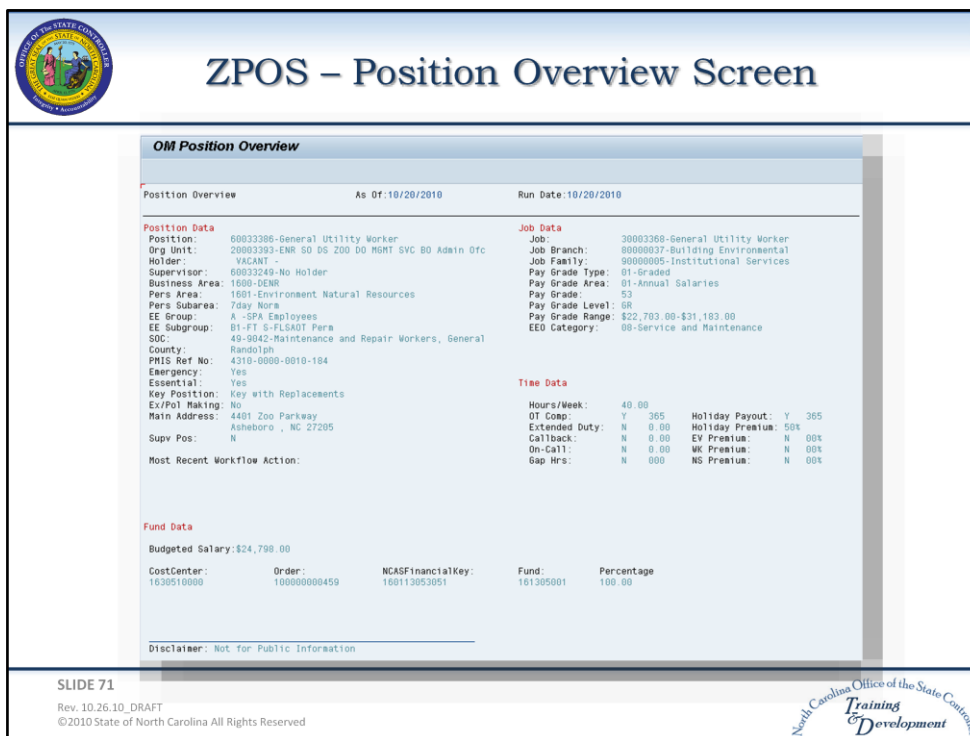
The Abolish position action can only be executed by BEST HR. Prior to BEST abolishing the position, it must be vacant (i.e., the holder has been separated or transferred).

If the position is a supervisory position, all subordinate positions must be reassigned to another supervisor *before* the current supervisory position is abolished.

SLIDE 70

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ZPOS – Position Overview Screen

OM Position Overview

Position Overview As Of: 10/20/2010 Run Date: 10/20/2010

Position Data	Job Data
Position: 60033368-General Utility Worker	Job: 30003368-General Utility Worker
Org Unit: 20003393-ENR SO DS ZOO DO RMT SVC BO Admin Ofc	Job Branch: 60000037-Building Environmental
Holder: VACANT -	Job Family: 60000005-Institutional Services
Supervisor: 60033249-No Holder	Pay Grade Type: 01-Graded
Business Area: 1000-DCNR	Pay Grade Area: 01-Annual Salaries
Pers Area: 1001-Environment Natural Resources	Pay Grade: 53
Pers Subarea: 7day Norm	Pay Grade Level: 6R
EE Group: A -SPA Employees	Pay Grade Range: \$22,703.00-\$31,183.00
EE Subgroup: 01-FT S-FLSADT Para	EEO Category: 00-Service and Maintenance
SOC: 49-9042-Maintenance and Repair Workers, General	
County: Randolph	
PHIS Ref No: 4310-0000-0010-104	
Emergency: Yes	
Essential: Yes	
Key Position: Key with Replacements	
Ex/Pol Making: No	
Main Address: 4401 Zoo Parkway	
Supv Pos: Asheville, NC 27205	
Most Recent Workflow Action:	

Fund Data	
Budgeted Salary: \$24,798.00	
CostCenter: 1630510000	Order: 100000000459
NCASFinancialKey: 160113053051	Fund: 161305001
	Percentage: 100.00

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The Position Overview screen is a “snapshot” of a position’s information. This is a brief overview of the ZPOS transaction.

The transaction is initiated by entering a position number and a date to define what time frame a HR user needs to view a particular position.

1. Enter **ZPOS** in the Command field on the Easy Access screen and press the Enter key or click the Enter button .
2. Enter a **Position Number**. You can enter the 8-digit position number or click the matchcode to perform a search for the position using the organizational structure.
3. The current date defaults into the Selection Date field. The HR user has the option to enter any date that the position has data in the system and for which the user has security access. If you enter a date that is not valid, you receive the message ‘No Information for the date Entered’. If you are not authorized, you will receive a message indicating that you do not have authorization.
4. Click the **Execute** button to perform the transaction.

The Position Overview screen will display as of the selection date you entered on the first screen. The Run Date is the current date. The only exception is the Most Recent Workflow Action which is always current, no matter what date is entered. The other fields are pulled from existing infotypes.


For more information, see the *Position Overview Screen* job aid located in the BEACON Help > Human Resources > OM > Job Aids folder.



Knowledge Check:
Which position action should you use?

	Event	Action
1.	In an Organizational restructure, the Training Manager position now reports to the Director of Change Management, a new position.	
2.	The Quality Technician position is being transferred from Forsyth county to Guilford county.	
3.	In a review of workload balancing for an org unit, it was determined that the Transportation Worker IV position setting should be changed from a Key position to an Essential position.	
4.	The number of hours per week of a part-time position is changing but the appointment type (Employee Group field) and the FSLA rules for the position are not affected.	
5.	Individual is moved from a Solution Delivery Consultant II position to a Technical Delivery Specialist II within the same department. These positions are the same grade. The existing position is maintained by changing the Job that describes the position.	

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Take a few minutes and choose the position action that should be performed for each business event. If needed, please refer to the *Position Action Descriptions* reference that is available through the BEACON University web site.



Lesson 5 Review

In this lesson, you learned to use the Position Actions transaction (ZOMA069) to:

- Transfer a position to another Organizational Unit
- Change the Employee Group and Employee Subgroup assigned to a position
- Change the County assignment for a position

In this lesson, you learned to use the Maintain Position transaction (PO13) to:

- Change the title of a position

In this lesson you also learned how to:


- Explain the procedure to Abolish a position
- Use the Position Overview Screen (ZPOS)

SLIDE 73

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Course Map

Lesson 1: OM Position Concepts

Lesson 2: Position Creation

Lesson 3: Display Position Infotypes Using Infotype Reporting

Lesson 4: Position Reallocation


Lesson 5: Other Position Actions

Lesson 6: Useful Displays

Lesson 7: Course Review

SLIDE 74

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Lesson 6 Objectives

After completing this lesson, you should be able to:


- Display status information for a position action (Workflow item) using the Infotype Reporting transaction, S_AHR_61016532
- View Job Family, Job Branch, and Job infotypes using the Display Infotypes transaction, RE_RHDESC10
- Display job information in PO03D, Display Job

SLIDE 75

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Infotype Reporting Transaction Summary

- Transaction code
S_AHR_61016532
- After Workflow has been initiated, this transaction can be used to determine:
 - How many position actions have been performed?
 - What action was performed?
 - What PCR number was generated by SAP?
 - What the status is of the Workflow item?

LP
Program Edit Goto System Help

Infotype reporting

Objects

Plan version: 01
Object type: S
Object ID: 61002056
Search Term:
Object status: All existing

Current plan
Position
Data status
Set structure conditions

Reporting period

☒ Today
☐ Current month
☐ Current Year

☐ All
☐ Past
☐ Future

Key date
Other period

Structure parameters

Evaluation Path:
Status vector:
Display depth:
☐ Status overlap

Reporting

Infotype: 1000
Subtype:

Display

☐ Evaluation of infotype fields
☒ Infotype field selection
☐ All objects
☐ Objects without this infotype

SLIDE 76


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Training & Development


NC OSC Training & Development

Page 76



Workflow statuses

- N for in process
- R for rejected
- C for canceled
- A for approved
- D for created (but not initiated)
- M for completed



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As you work in the ZOMA069 transaction and save your entries for a tab, the Workflow status is set to “D” for created.


Once you initiate Workflow, the status is updated to “N” for in process.

Once an approver approves the action, the status is set to “A” for approved and will remain at “A” for all approval levels unless an approver rejects an action.

When an approver rejects an action the status is changed to “R” for rejected.

Once the BEST Shared Services processes the approved action, the status is changed to “M” for completed.

If the initiator accepts the rejection of an action, he or she will change the Workflow status to “C” for canceled. When BEST Shared Services processes the canceled action the status will be changed to “M” for completed.




6:1 – Exercise

Display Status and Other Useful Information for a Position

- You want to view the Workflow status for a position you previously created today.


Instruction

- Refer to the Exercise Guide for the scenario and instructions to complete the exercise.
- The following BPP is available to assist you in producing infotype reports:
[S_AHR_61016532 Infotype Reporting](#)




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In this exercise, you want to determine the Workflow status for a position created earlier in the class.

Use the information and data provided in the Exercise Guide to complete the exercise.



Job Family, Job Branch, and Job Relationship


- **Job Family = Tree**
- **Job Branch = Tree branch**
- **Jobs = Leaves on a branch**



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Job Family – Major groupings of Jobs that represent general fields of work. The State of North Carolina has defined these ten Job families:


- Administrative and Managerial
- Information Technology
- Law Enforcement and Public Safety
- Information and Education
- Human Services
- Medical and Health
- Institutional Services
- Operations and Skilled Trades
- Engineering and Architecture
- Natural Resources and Scientific

A Job Family is further divided into Job Branches.

- The SAP object code for a Job Family is “**JF**”.
- The eight-digit SAP object ID number range for Job Family objects is 90000000 through 91999999.



Job Families


	Administration and Management
	Engineering and Architecture
	Human Services
	Information and Education
	Information Technology
	Institutional Services
	Law Enforcement and Public Safety
	Medical Health
	Natural Resources and Scientific
	Operations and Trades

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This slide shows the Job Families defined by the Office of State Personnel.



List of Job Family Infotypes


Infotype	Number
Object	1000
Relationships	1001
Description	1002
Job Family	5070

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Take a moment to review the *OM Infotypes* reference. It contains a complete description of all the OM infotypes.

Discuss with the instructor any questions you have about OM infotypes.



Job Family, Job Branch, and Job Relationship

- Job Family = Tree
- **Job Branch** = Tree branch
- Jobs = Leaves on a branch



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Job Branch - A subset of a Job Family containing banded classifications or graded classifications with similar functions, competencies and training and experience requirements.

- A Job Branch is further divided into Jobs.
- The SAP object code for a Job Branch is “30”.
- The eight-digit SAP object ID number range for Job Branch objects is 80000000 through 81999999.




Job Branches for Administration and Management

 Accounting	 Financial Analysis
 Administrative Support	 Human Resources
 Auditing	 Legal
 Budgeting	 Planning
 Business Management	 Program Management
 Economic Development	 Social Research
 Executive	 Support Services
 Exempt	

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This slide shows the Job Branches for the Administration and Management Job Family defined by the Office of State Personnel.



List of Job Branch Infotypes

Infotype	Number
Object	1000
Relationships	1001



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Take a moment to review the *OM Infotypes* reference. It contains a complete description of all the OM infotypes.


Discuss with the instructor any questions you have about OM infotypes.

The infotypes listed on this slide are required for a position to exist in SAP.



Job Family, Job Branch, and Job Relationship

- Job Family = Tree
- Job Branch = Tree branch
- **Jobs = Leaves on a branch**



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Job - The set of duties and the associated competencies assigned to an individual position.

The SAP object code for a Job is “C”.

The eight-digit SAP object ID number range for Job objects is 30000000 through 31999999.



Jobs Under the Legal Job Branch


- Agency Legal Specialist Trainee
- Agency Legal Specialist I
- Agency Legal Specialist II
- Agency Legal Specialist III
- Attorney I
- Attorney II
- Attorney III
- Attorney IV
- Paralegal Trainee
- Paralegal I**
- Paralegal II
- Paralegal III
- Exec Legal Specialist-banking
- Exec Legal Specialist-agriculture
- Attorney Supervisor I
- Attorney Supervisor II
- Deputy Attorney General

- Chief Deputy Attorney General
- Appeals Referee Trainee
- Appeals Referee
- Appeals Referee Chief
- Appeals Referee Assistant Chief
- Deputy Commissioner Industrial Comm
- Attorney General
- Asst To The President For Legal Affairs
- Assistant Sec - Legal Affairs (Doc)
- Attorney
- General Counsel-osha Review Board
- Chief Legal Counsel
- Denr Legal Advisor
- Agency General Counsel II
- Agency General Counsel I
- Information Protection Consultant
- Attorney Iii

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These are the Jobs for the Legal Job branch of the Administration and Management Job family.



List of Job Infotypes

Infotype	Number
Object	1000
Relationships	1001
Planned Compensation	1005
US Job Attributes	1610
Job Schematic Data	9031




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Take a moment to review the *OM Infotypes* reference. It contains a complete description of all the OM infotypes.

Discuss with the instructor any questions you have about OM infotypes.



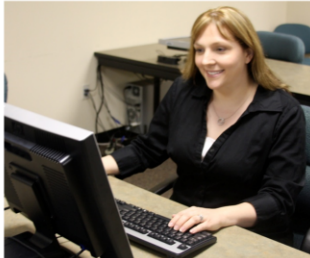
6:2 – Exercise

Display Job, Job Branch, and Job Family Infotypes

- You want to view the Job infotypes, Job Branch and Job Family associated with the Paralegal Job.

Instruction

- Refer to the Exercise Guide for the scenario and instructions to complete the exercise.
- The following BPP is available to assist you in producing reports to display job infotype information:
[RE_RHDESC10 Display Job Infotypes](#)



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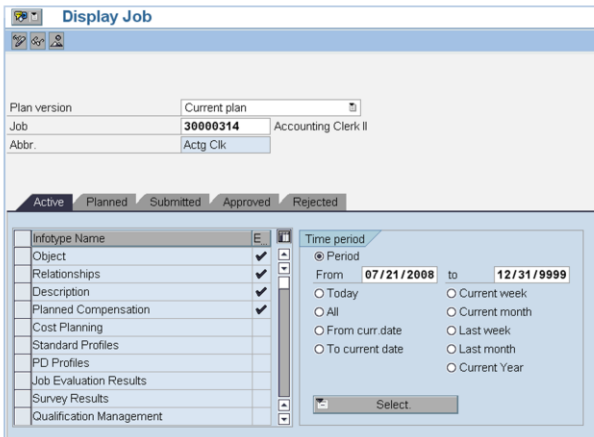
In this exercise, you will display a Job Family, the Job Branch, and the Job associated with the Paralegal Job.

Use the information and data provided in the Exercise Guide to complete the exercise.



PO03D – Display Job

Use the transaction code PO03D to display all of the infotypes related to a particular job.




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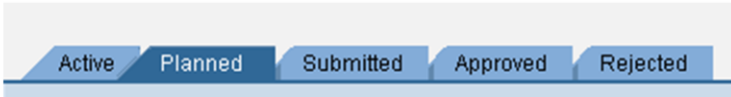
The PO03D infotype displays the following information regarding a particular job classification.

- Short / Long name of Job
- Relationships
- Job Specifications (Description)
- Competencies / Knowledge, Skills, & Abilities
- Pay grade / Salary
- Training & Experience Requirements
- Graded / Banded / Level
- EEO Category



Object Statuses

There are five tabs representing different object (Position) statuses. The tabs are:




When you initiate a position action, you will be working in planned status. The Position remains in planned status throughout the approval process. Once all approvals have been obtained, BEST Shared Services changes the status to active.

SLIDE 90

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When you initiate a position action, you will be working in planned status. The Position remains in planned status throughout the approval process. Once all approvals have been obtained, BEST Shared Services changes the status to active.

- Active Status Positions:
 - Display in Organizational Structure during infotype (Personnel Administration) and in reports.
 - Can be filled by employees.
 - Is the default status for the majority of Positions.
- Planned Status Positions:
 - Do not display on Organizational Structure in the Display Organization and Staffing transaction, PPOSE or in OrgPlus.
 - Do not display in standard reports for active Positions.
 - Cannot hold employees.
 - Are Positions that require approval or are approved but not made active by BEST Shared Services.
 - Must be changed to "Active" status by BEST Shared Services when approved or ready to fill.
- Rejected Status Positions:
 - When a PCR is cancelled in Workflow, the position infotypes are moved to rejected status.

NOTE: The Submitted and Approved statuses as depicted on the slide image are not used by OSC HR/Payroll.



Lesson 6 Review


In this lesson, you learned to:

- Display status information for a position action (Workflow item) using the Infotype Reporting transaction, S_AHR_61016532
- View Job Family, Job Branch, and Job infotypes using the Display Infotypes transaction, RE_RHDESC10
- Display job information in PO03D, Display Job

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Course Map

Lesson 1: OM Position Concepts

Lesson 2: Position Creation

Lesson 3: Display Position Infotypes Using Infotype Reporting

Lesson 4: Position Reallocation


Lesson 5: Other Position Actions


Lesson 6: Useful Displays

Lesson 7: Course Review

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Course Objectives

In this course, you learned to:

- Perform position actions using the Position Actions transaction, ZOMA069
- Perform position actions using the Maintain Position transaction, PO13
- Display position data in planned status using the Display Infotypes transaction, RE_RHDESC10 and/or Display Infotypes, PO13D
- Search for the status of a position action using the Infotype Reporting transaction, S_AHR_61016532 and/or Display Infotypes, PO13D
- Display Job Families, Job Branches, and Job data using Display Infotypes transaction, RE_RHDESC10

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CR:1 – Course Review

Create a Full-time Graded Position

- The Western office of the History Department of Cultural Resources (CR CDS A&H HIS RES WESTERN OFFICE) has requested more building and environmental technicians. They want to create a new position called Environmental Tech.

Instruction

- Refer to the Exercise Guide for the scenario and instructions to complete the exercise.



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Use the information and data provided in the Exercise Guide to complete the exercise.



Next Steps

Monitor OSC HR/Payroll SAP communication

- BEST Shared Services web site (especially the Updates tab)
URL: <http://www.osc.nc.gov/BEST/index.html>
- BEACON Training website: **What's New** link
URL: http://www.osc.nc.gov/beacon/training/whats_new.html

Review conceptual materials

Access BEACON Help

- Access from an SAP transaction
URL: <http://help.mybeacon.nc.gov/beaconhelp>

Practice what you've learned

- Client 899
- Use your current NCID user name and password



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Continue to monitor updates on the BEACON University website for information regarding any future training that you are scheduled to attend.


Keep your training materials close by as a ready reference.

Want to practice what you have learned from your desk?

Follow the link provided above to access the training client on the BEACON website. The training client is number 899. Your current NCID user name and password are used to access the practice environment.

Need transactional assistance?

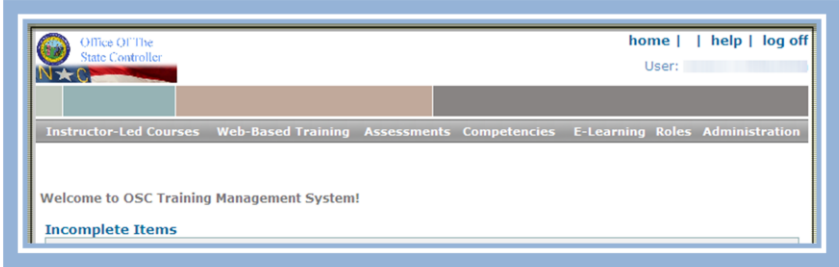
Remember to access BEACON help when you need assistance in completing transactions. As stated above, the work instructions can be accessed either on line or by clicking on BEACON help from within an SAP transaction.



Course Evaluations

Course Evaluation


- Follow the instructions given by your instructor to complete your evaluation of today's class in the Learning Management System (LMS).



The screenshot shows the OSC Training Management System interface. At the top left is the Office of the State Controller logo. To its right are links for 'home', 'help', and 'log off'. Below these is a 'User:' field. A navigation bar contains links for 'Instructor-Led Courses', 'Web-Based Training', 'Assessments', 'Competencies', 'E-Learning', 'Roles', and 'Administration'. The main content area displays 'Welcome to OSC Training Management System!' and a link for 'Incomplete Items'.

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Use the information and data provided in the Exercise Guide to complete the exercise.



Conclusion

CONGRATULATIONS!

You have completed the course!



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